



**CITY OF WINDCREST ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS**

Regular Meeting

**FEBRUARY 13, 2019
5:30 P.M.**

Windcrest City Hall

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WINDCREST ECONOMIC DEVELOPMENT CORPORATION (WEDC) WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 13th DAY OF FEBRUARY, 2019 STARTING AT 5:30 P.M. DURING THE MEETING, THE BOARD WILL CONSIDER, DELIBERATE AND MAY TAKE ACTION UPON ANY OF THE SUBJECTS LISTED BELOW.

Vision Statement: Nourish and develop a vibrant community that consistently pushes the limits.

Mission Statement: Facilitate interaction between business, city and other community organizations to nourish the economic health and well-being of Windcrest, its citizens and the region.

Request all pagers and cell phones be turned off, except emergency on-call personnel. Citizens are asked to refrain from talking during proceedings unless recognized by the Presiding Officer.

CITIZEN COMMUNICATION: AS A COURTESY TO CITIZENS IN ATTENDANCE, AND AT THE DISCRETION OF THE PRESIDING OFFICER OF THE MEETING, CITIZENS WILL BE GIVEN A REASONABLE OPPORTUNITY TO STATE THEIR COMMENTS OR ASK QUESTIONS REGARDING ANY ITEM ON THE AGENDA, AND PRIOR TO THE BOARD TAKING ACTION ON ANY ACTION ITEMS LISTED. THE BOARD REQUESTS COMMENTS BE BRIEF, TO THE POINT, AND NO LONGER THAN 5 MINUTES. TIME CANNOT BE YIELDED TO ANOTHER SPEAKER. PLEASE NOTE THAT THE BOARD MAY NOT BE PERMITTED TO RESPOND TO QUESTIONS OR COMMENTS.

Items will not necessarily be discussed or considered in the order they are printed on the agenda below. If, during the course of the meeting, discussion of any item on the agenda should be held in an executive or closed session, the Board will convene in such executive or closed session as permitted by and in accordance with Texas Government Code Chapters 551 and 551.

Consistent with Windcrest City Council Resolution No. 292, the WEDC Board elects to audio and video record its meetings. The recordings are preserved electronically as the official minutes of its meetings.

I. Call To Order

1. Determination of a Quorum
2. Pledge of Allegiance
3. Prayer
4. Vote to consider the excuse of absent board member(s), if applicable

II. Visitors/Presentations

1. Recognition & Presentation of Certificates for Past WEDC Board Members.
2. Executive Directors Report.

III. Citizens to be Heard

1. Members of the public may sign up to provide public comments to the Board in accordance with Board and City ordinance and policy.

IV. Discuss and Act

1. Current Financials
2. Business Retention & Expansion Fiesta Event (BRE) and/or Business Workshop
3. Streets Proposal Project
4. Planning & Special Projects Committee Report
5. Proposed Finance Officer
6. Shared Services Agreement
7. Staff & Consultant Evaluation Process

V. Executive Session

1. Govt. Code 551.072, 551.071, 551.087 Consultation with Legal Counsel regarding real estate transactions, discussion regarding purchase, lease or exchange of real property within City of Windcrest, and economic development/redevelopment of property.

VI. Resume Open Session: Consider and take possible action on matters discussed in executive session, potential purchase of real property and economic incentives request.

VII. General Announcements and Future Agenda Items Requested

VIII. Adjournment

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Board of Directors of the WEDC is a true and correct copy of said Notice and I posted a true and correct copy of said Notice on the bulletin board at the Windcrest City Hall in a convenient place to the public. Said Notice was posted 72 hours prior to the 13th day of February, 2019.

By: _____
Marie Gelles, Interim City Secretary

I certify that the attached notice and agenda of items considered by the WEDC Meeting was removed by me from the City Hall bulletin board on the ____ of _____ 20____.

By: _____
Marie Gelles, Interim City Secretary

13 -ECONOMIC DEVELOPMENT CORP

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
13-1102	CLAIM ON CASH	90,492.06	
13-1105	CASH - CHECKING	479,575.89	
13-1106	Savings - TLF Proceeds	0.00	
13-1115	INVESTMENTS-TEXPOOL#15900001	0.00	
13-1116	INVESTMENTS-TEXPOOL#15900003	0.00	
13-1117	EXPENSE CARD	0.00	
13-1118	EDC - Investment First Public	110,844.07	
13-1204	PREPAID SALES TAX	0.26	
13-1315	DUE FROM GENERAL FUND	0.00	
13-1375	DUE FROM HOT FUND	0.00	
13-1510	A/R SALES TAX	<u>68,322.45</u>	
			<u>749,234.73</u>
TOTAL ASSETS			749,234.73
			=====
LIABILITIES			
=====			
13-2200	WAGES PAYABLE	0.00	
13-2315	DUE TO GENERAL FUND	145,000.00	
13-2320	DUE TO TAXING ENTITIES	0.00	
13-2400	A/P PENDING	0.00	
13-2401	ACCOUNTS PAYABLE	0.00	
13-2402	ALAMO TITLE ESCROW FUNDS	0.00	
13-2410	A/P - SALES TAX	32,004.39	
13-2451	A/P SALES TAX PAYBACK	<u>7,422.42</u>	
	TOTAL LIABILITIES		<u>184,426.81</u>
EQUITY			
=====			
13-3201	FUND BALANCE	<u>573,785.94</u>	
	TOTAL BEGINNING EQUITY	573,785.94	
TOTAL REVENUE		877.92	
TOTAL EXPENSES		<u>9,855.94</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(8,978.02)	
TOTAL EQUITY & FUND BALANCE		<u>564,807.92</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			749,234.73
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 08.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	<u>510,300</u>	<u>510,300</u>	<u>877.92</u>	<u>877.92</u>	<u>5.52</u>	<u>0.00</u>	<u>0.17</u>	<u>509,422.08</u>
TOTAL REVENUES	510,300	510,300	877.92	877.92	5.52	0.00	0.17	509,422.08
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	139,446	139,446	6,015.63	6,015.63	6,392.90	0.00	4.31	133,430.12
OTHER EXPENSES	208,800	208,800	3,840.31	3,840.31	4,756.97	0.00	1.84	204,959.69
CAPITAL EXPENSES	0	0	0.00	0.00	1,200.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL 00-GENERAL EXPENDITURES	348,246	348,246	9,855.94	9,855.94	12,349.87	0.00	2.83	338,389.81
TOTAL EXPENDITURES	348,246	348,246	9,855.94	9,855.94	12,349.87	0.00	2.83	338,389.81
REVENUE OVER/ (UNDER) EXPENDITURES	162,054	162,054 (	8,978.02) (	8,978.02) (	12,344.35)	0.00	5.54-	171,032.27

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 08.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-4105 INCOME - OTHER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4110 INCOME - OTHER (HOT)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4111 INCOME - OTHER (GEN.FUND)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4112 INCOME-WALZEM RD GRANT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4113 INCOME-CORPORATE DONATIONS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4115 SALES TAX (.25)	510,000	510,000	0.00	0.00	0.00	0.00	0.00	510,000.00
13-4301 INTEREST	300	300	877.92	877.92	5.52	0.00	292.64 (	577.92)
13-4900 PROCEEDS FROM CAPITAL LEASE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	510,300	510,300	877.92	877.92	5.52	0.00	0.17	509,422.08

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
<u>SALARIES & BENEFITS</u>								
13-500-009 SALARIES - EDC	46,592	46,592	0.00	0.00	1,952.10	0.00	0.00	46,592.00
13-500-010 ADMINISTRATIVE EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-011 EDC LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-013 STIPEND	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-018 EDC EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-020 EDC OVERTIME	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
13-500-030 SOCIAL SECURITY-EDC	3,764	3,764	0.00	0.00	197.24	0.00	0.00	3,764.29
13-500-040 HEALTH INSURANCE-EDC	8,694	8,694	695.63	695.63	55.50	0.00	8.00	7,998.02
13-500-050 RETIREMENT-EDC	4,029	4,029	0.00	0.00	205.48	0.00	0.00	4,028.61
13-500-060 WORKERS COMPENSATION-EDC	1,000	1,000	1,000.00	1,000.00	500.00	0.00	100.00	0.00
13-500-070 UNEMPLOYMENT COMPENSATION	500	500	0.00	0.00	2.58	0.00	0.00	500.00
13-500-080 CONTRACT LABOR	72,867	72,867	4,320.00	4,320.00	3,480.00	0.00	5.93	68,547.20
13-500-095 TERMINATION PAYOUT	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES & BENEFITS	139,446	139,446	6,015.63	6,015.63	6,392.90	0.00	4.31	133,430.12
<u>OTHER EXPENSES</u>								
13-500-100 PUBLIC RELATION FEES-GENERAL	10,000	10,000	50.21	50.21	0.00	0.00	0.50	9,949.79
13-500-115 MOBILE TELEPHONE	1,200	1,200	0.00	0.00	0.00	0.00	0.00	1,200.00
13-500-120 DUES & SUBSCRIPTIONS	1,500	1,500	75.75	75.75	0.00	0.00	5.05	1,424.25
13-500-130 TRAINING	7,000	7,000	0.00	0.00	0.00	0.00	0.00	7,000.00
13-500-132 TRAVEL	18,000	18,000	0.00	0.00	0.00	0.00	0.00	18,000.00
13-500-135 MEALS & ENTERTAINMENT	7,000	7,000	0.00	0.00	(256.00)	0.00	0.00	7,000.00
13-500-200 COMPUTER MAINTENANCE	4,000	4,000	0.00	0.00	0.00	0.00	0.00	4,000.00
13-500-201 WEBSITE MAINTENANCE	2,000	2,000	1,675.00	1,675.00	0.00	0.00	83.75	325.00
13-500-205 REPAIRS & MAINT OF BUILDING	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
13-500-250 LEGAL EXPENSES	50,000	50,000	1,951.78	1,951.78	3,486.57	0.00	3.90	48,048.22
13-500-290 AUDIT	7,000	7,000	0.00	0.00	0.00	0.00	0.00	7,000.00
13-500-325 SALES TAX COLLECTION SERVICE	1,600	1,600	0.00	0.00	1,526.40	0.00	0.00	1,600.00
13-500-430 SUPPLIES	4,000	4,000	0.00	0.00	0.00	0.00	0.00	4,000.00
13-500-440 ELECTION EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-510 VEHICLE EXPENSE-EDC	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
13-500-515 HEALTH EXPENSE ALLOW-DIRECTO	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-520 MOVING EXPENSE-DIRECTOR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-540 VEHICLE FUEL	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
13-500-590 POSTAGE	500	500	0.00	0.00	0.00	0.00	0.00	500.00
13-500-630 LEGAL ADVERTISING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-640 COPIER USAGE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-650 WALZEM RD GRANT EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-700 CONTINGENCIES	4,000	4,000	87.57	87.57	0.00	0.00	2.19	3,912.43
13-500-750 EDC PROJECTS	43,000	43,000	0.00	0.00	0.00	0.00	0.00	43,000.00
13-500-751 PROMOTING WINDCREST	<u>45,000</u>	<u>45,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45,000.00</u>
TOTAL OTHER EXPENSES	208,800	208,800	3,840.31	3,840.31	4,756.97	0.00	1.84	204,959.69
<u>CAPITAL EXPENSES</u>								
13-500-800 EDC PROJECTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-801 PROMOTING WINDCREST	0	0	0.00	0.00	1,200.00	0.00	0.00	0.00

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-500-810 CAPITAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-890 TLF LOAN PAYMENTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-891 RACKER ROAD PROJECT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-892 TLF INTEREST	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	1,200.00	0.00	0.00	0.00
<u>OTHER INCOME/EXPENSES</u>								
13-500-900 PRIOR PERIOD ADJUSTMENT	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	348,246	348,246	9,855.94	9,855.94	12,349.87	0.00	2.83	338,389.81
TOTAL EXPENDITURES	348,246	348,246	9,855.94	9,855.94	12,349.87	0.00	2.83	338,389.81
REVENUE OVER/(UNDER) EXPENDITURES	162,054	162,054 (	8,978.02) (	8,978.02) (	12,344.35)	0.00	5.54-	171,032.27

13 -ECONOMIC DEVELOPMENT CORP

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
13-1102	CLAIM ON CASH	121,270.76
13-1105	CASH - CHECKING	475,610.23
13-1106	Savings - TLF Proceeds	0.00
13-1115	INVESTMENTS-TEXPOOL#15900001	0.00
13-1116	INVESTMENTS-TEXPOOL#15900003	0.00
13-1117	EXPENSE CARD	0.00
13-1118	EDC - Investment First Public	111,061.44
13-1204	PREPAID SALES TAX	0.26
13-1315	DUE FROM GENERAL FUND	0.00
13-1375	DUE FROM HOT FUND	0.00
13-1510	A/R SALES TAX	(0.02)
		<u>707,942.67</u>
TOTAL ASSETS		707,942.67
		=====
LIABILITIES		
=====		
13-2200	WAGES PAYABLE	0.00
13-2315	DUE TO GENERAL FUND	145,000.00
13-2320	DUE TO TAXING ENTITIES	0.00
13-2400	A/P PENDING	0.00
13-2401	ACCOUNTS PAYABLE	0.00
13-2402	ALAMO TITLE ESCROW FUNDS	0.00
13-2410	A/P - SALES TAX	0.00
13-2451	A/P SALES TAX PAYBACK	<u>7,422.42</u>
TOTAL LIABILITIES		<u>152,422.42</u>
EQUITY		
=====		
13-3201	FUND BALANCE	<u>573,785.94</u>
TOTAL BEGINNING EQUITY		573,785.94
TOTAL REVENUE		1,770.87
TOTAL EXPENSES		<u>20,036.56</u>
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(18,265.69)
TOTAL EQUITY & FUND BALANCE		<u>555,520.25</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE		707,942.67
		=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 16.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	<u>510,300</u>	<u>510,300</u>	<u>892.95</u>	<u>1,770.87</u>	<u>20.60</u>	<u>0.00</u>	<u>0.35</u>	<u>508,529.13</u>
TOTAL REVENUES	510,300	510,300	892.95	1,770.87	20.60	0.00	0.35	508,529.13
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	139,446	139,446	3,686.56	9,702.19	14,357.84	0.00	6.96	129,743.56
OTHER EXPENSES	208,800	208,800	6,494.06	10,334.37	6,880.14	0.00	4.95	198,465.63
CAPITAL EXPENSES	0	0	0.00	0.00	1,200.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL 00-GENERAL EXPENDITURES	348,246	348,246	10,180.62	20,036.56	22,437.98	0.00	5.75	328,209.19
TOTAL EXPENDITURES	348,246	348,246	10,180.62	20,036.56	22,437.98	0.00	5.75	328,209.19
REVENUE OVER/ (UNDER) EXPENDITURES	162,054	162,054 (	9,287.67) (	18,265.69) (	22,417.38)	0.00	11.27-	180,319.94

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 16.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-4105 INCOME - OTHER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4110 INCOME - OTHER (HOT)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4111 INCOME - OTHER (GEN.FUND)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4112 INCOME-WALZEM RD GRANT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4113 INCOME-CORPORATE DONATIONS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4115 SALES TAX (.25)	510,000	510,000	0.00	0.00	0.00	0.00	0.00	510,000.00
13-4301 INTEREST	300	300	892.95	1,770.87	20.60	0.00	590.29 (	1,470.87)
13-4900 PROCEEDS FROM CAPITAL LEASE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	510,300	510,300	892.95	1,770.87	20.60	0.00	0.35	508,529.13

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
<u>SALARIES & BENEFITS</u>								
13-500-009 SALARIES - EDC	46,592	46,592	0.00	0.00	4,593.90	0.00	0.00	46,592.00
13-500-010 ADMINISTRATIVE EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-011 EDC LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-013 STIPEND	0	0	0.00	0.00	1,299.40	0.00	0.00	0.00
13-500-018 EDC EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-020 EDC OVERTIME	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
13-500-030 SOCIAL SECURITY-EDC	3,764	3,764	0.00	0.00	498.74	0.00	0.00	3,764.29
13-500-040 HEALTH INSURANCE-EDC	8,694	8,694	686.56	1,382.19	83.25	0.00	15.90	7,311.46
13-500-050 RETIREMENT-EDC	4,029	4,029	0.00	0.00	416.03	0.00	0.00	4,028.61
13-500-060 WORKERS COMPENSATION-EDC	1,000	1,000	0.00	1,000.00	500.00	0.00	100.00	0.00
13-500-070 UNEMPLOYMENT COMPENSATION	500	500	0.00	0.00	6.52	0.00	0.00	500.00
13-500-080 CONTRACT LABOR	72,867	72,867	3,000.00	7,320.00	6,960.00	0.00	10.05	65,547.20
13-500-095 TERMINATION PAYOUT	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES & BENEFITS	139,446	139,446	3,686.56	9,702.19	14,357.84	0.00	6.96	129,743.56
<u>OTHER EXPENSES</u>								
13-500-100 PUBLIC RELATION FEES-GENERAL	10,000	10,000	0.00	50.21	0.00	0.00	0.50	9,949.79
13-500-115 MOBILE TELEPHONE	1,200	1,200	0.00	0.00	0.00	0.00	0.00	1,200.00
13-500-120 DUES & SUBSCRIPTIONS	1,500	1,500	0.00	75.75	125.75	0.00	5.05	1,424.25
13-500-130 TRAINING	7,000	7,000	0.00	0.00	275.00	0.00	0.00	7,000.00
13-500-132 TRAVEL	18,000	18,000	0.00	0.00	0.00	0.00	0.00	18,000.00
13-500-135 MEALS & ENTERTAINMENT	7,000	7,000	0.00	0.00	(220.97)	0.00	0.00	7,000.00
13-500-200 COMPUTER MAINTENANCE	4,000	4,000	0.00	0.00	0.00	0.00	0.00	4,000.00
13-500-201 WEBSITE MAINTENANCE	2,000	2,000	4,852.82	6,527.82	0.00	0.00	326.39	(4,527.82)
13-500-205 REPAIRS & MAINT OF BUILDING	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
13-500-250 LEGAL EXPENSES	50,000	50,000	1,641.24	3,593.02	4,736.57	0.00	7.19	46,406.98
13-500-290 AUDIT	7,000	7,000	0.00	0.00	0.00	0.00	0.00	7,000.00
13-500-325 SALES TAX COLLECTION SERVICE	1,600	1,600	0.00	0.00	1,526.40	0.00	0.00	1,600.00
13-500-430 SUPPLIES	4,000	4,000	0.00	0.00	60.98	0.00	0.00	4,000.00
13-500-440 ELECTION EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-510 VEHICLE EXPENSE-EDC	1,000	1,000	0.00	0.00	262.53	0.00	0.00	1,000.00
13-500-515 HEALTH EXPENSE ALLOW-DIRECTO	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-520 MOVING EXPENSE-DIRECTOR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-540 VEHICLE FUEL	1,000	1,000	0.00	0.00	64.88	0.00	0.00	1,000.00
13-500-590 POSTAGE	500	500	0.00	0.00	49.00	0.00	0.00	500.00
13-500-630 LEGAL ADVERTISING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-640 COPIER USAGE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-650 WALZEM RD GRANT EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-700 CONTINGENCIES	4,000	4,000	0.00	87.57	0.00	0.00	2.19	3,912.43
13-500-750 EDC PROJECTS	43,000	43,000	0.00	0.00	0.00	0.00	0.00	43,000.00
13-500-751 PROMOTING WINDCREST	<u>45,000</u>	<u>45,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45,000.00</u>
TOTAL OTHER EXPENSES	208,800	208,800	6,494.06	10,334.37	6,880.14	0.00	4.95	198,465.63
<u>CAPITAL EXPENSES</u>								
13-500-800 EDC PROJECTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-801 PROMOTING WINDCREST	0	0	0.00	0.00	1,200.00	0.00	0.00	0.00

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-500-810 CAPITAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-890 TLF LOAN PAYMENTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-891 RACKER ROAD PROJECT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-892 TLF INTEREST	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	1,200.00	0.00	0.00	0.00
<u>OTHER INCOME/EXPENSES</u>								
13-500-900 PRIOR PERIOD ADJUSTMENT	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	348,246	348,246	10,180.62	20,036.56	22,437.98	0.00	5.75	328,209.19
TOTAL EXPENDITURES	348,246	348,246	10,180.62	20,036.56	22,437.98	0.00	5.75	328,209.19
REVENUE OVER/(UNDER) EXPENDITURES	162,054	162,054 (	9,287.67) (	18,265.69) (	22,417.38)	0.00	11.27-	180,319.94

13 -ECONOMIC DEVELOPMENT CORP

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
13-1102	CLAIM ON CASH	188,726.55
13-1105	CASH - CHECKING	455,685.53
13-1106	Savings - TLF Proceeds	0.00
13-1115	INVESTMENTS-TEXPOOL#15900001	0.00
13-1116	INVESTMENTS-TEXPOOL#15900003	0.00
13-1117	EXPENSE CARD	0.00
13-1118	EDC - Investment First Public	111,295.79
13-1204	PREPAID SALES TAX	0.26
13-1315	DUE FROM GENERAL FUND	0.00
13-1375	DUE FROM HOT FUND	0.00
13-1510	A/R SALES TAX	(0.02)
		<u>755,708.11</u>
	TOTAL ASSETS	755,708.11
		=====
LIABILITIES		
=====		
13-2200	WAGES PAYABLE	0.00
13-2315	DUE TO GENERAL FUND	145,000.00
13-2320	DUE TO TAXING ENTITIES	0.00
13-2400	A/P PENDING	0.00
13-2401	ACCOUNTS PAYABLE	0.00
13-2402	ALAMO TITLE ESCROW FUNDS	0.00
13-2410	A/P - SALES TAX	0.00
13-2451	A/P SALES TAX PAYBACK	<u>7,422.42</u>
	TOTAL LIABILITIES	<u>152,422.42</u>
EQUITY		
=====		
13-3201	FUND BALANCE	<u>573,785.94</u>
	TOTAL BEGINNING EQUITY	573,785.94
	TOTAL REVENUE	72,219.64
	TOTAL EXPENSES	<u>42,719.89</u>
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	29,499.75
	TOTAL EQUITY & FUND BALANCE	<u>603,285.69</u>
	TOTAL LIABILITIES, EQUITY & FUND BALANCE	755,708.11
		=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 25.00

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	<u>510,300</u>	<u>510,300</u>	<u>70,448.77</u>	<u>72,219.64</u>	<u>52,337.62</u>	<u>0.00</u>	<u>14.15</u>	<u>438,080.36</u>
TOTAL REVENUES	510,300	510,300	70,448.77	72,219.64	52,337.62	0.00	14.15	438,080.36
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	139,446	139,446	6,364.71	16,066.90	21,113.77	0.00	11.52	123,378.85
OTHER EXPENSES	208,800	208,800	16,318.62	26,652.99	7,186.71	0.00	12.76	182,147.01
CAPITAL EXPENSES	0	0	0.00	0.00	1,200.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL 00-GENERAL EXPENDITURES	348,246	348,246	22,683.33	42,719.89	29,500.48	0.00	12.27	305,525.86
TOTAL EXPENDITURES	348,246	348,246	22,683.33	42,719.89	29,500.48	0.00	12.27	305,525.86
REVENUE OVER/ (UNDER) EXPENDITURES	162,054	162,054	47,765.44	29,499.75	22,837.14	0.00	18.20	132,554.50

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 25.00

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-4105 INCOME - OTHER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4110 INCOME - OTHER (HOT)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4111 INCOME - OTHER (GEN.FUND)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4112 INCOME-WALZEM RD GRANT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4113 INCOME-CORPORATE DONATIONS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4115 SALES TAX (.25)	510,000	510,000	69,500.50	69,500.50	51,941.20	0.00	13.63	440,499.50
13-4301 INTEREST	300	300	948.27	2,719.14	396.42	0.00	906.38 (	2,419.14)
13-4900 PROCEEDS FROM CAPITAL LEASE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	510,300	510,300	70,448.77	72,219.64	52,337.62	0.00	14.15	438,080.36

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
<u>SALARIES & BENEFITS</u>								
13-500-009 SALARIES - EDC	46,592	46,592	1,200.00	1,200.00	8,910.30	0.00	2.58	45,392.00
13-500-010 ADMINISTRATIVE EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-011 EDC LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-013 STIPEND	0	0	0.00	0.00	1,299.40	0.00	0.00	0.00
13-500-018 EDC EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-020 EDC OVERTIME	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
13-500-030 SOCIAL SECURITY-EDC	3,764	3,764	91.80	91.80	828.94	0.00	2.44	3,672.49
13-500-040 HEALTH INSURANCE-EDC	8,694	8,694	633.99	2,016.18	106.82	0.00	23.19	6,677.47
13-500-050 RETIREMENT-EDC	4,029	4,029	97.32	97.32	760.05	0.00	2.42	3,931.29
13-500-060 WORKERS COMPENSATION-EDC	1,000	1,000	0.00	1,000.00	500.00	0.00	100.00	0.00
13-500-070 UNEMPLOYMENT COMPENSATION	500	500	21.60	21.60	8.26	0.00	4.32	478.40
13-500-080 CONTRACT LABOR	72,867	72,867	4,320.00	11,640.00	8,700.00	0.00	15.97	61,227.20
13-500-095 TERMINATION PAYOUT	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES & BENEFITS	139,446	139,446	6,364.71	16,066.90	21,113.77	0.00	11.52	123,378.85
<u>OTHER EXPENSES</u>								
13-500-100 PUBLIC RELATION FEES-GENERAL	10,000	10,000	0.00	50.21	0.00	0.00	0.50	9,949.79
13-500-115 MOBILE TELEPHONE	1,200	1,200	0.00	0.00	0.00	0.00	0.00	1,200.00
13-500-120 DUES & SUBSCRIPTIONS	1,500	1,500	75.75	151.50	201.50	0.00	10.10	1,348.50
13-500-130 TRAINING	7,000	7,000	0.00	0.00	275.00	0.00	0.00	7,000.00
13-500-132 TRAVEL	18,000	18,000	0.00	0.00	0.00	0.00	0.00	18,000.00
13-500-135 MEALS & ENTERTAINMENT	7,000	7,000	54.71	54.71 (	220.97)	0.00	0.78	6,945.29
13-500-200 COMPUTER MAINTENANCE	4,000	4,000	0.00	0.00	20.00	0.00	0.00	4,000.00
13-500-201 WEBSITE MAINTENANCE	2,000	2,000	0.00	6,527.82	0.00	0.00	326.39 (	4,527.82)
13-500-205 REPAIRS & MAINT OF BUILDING	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
13-500-250 LEGAL EXPENSES	50,000	50,000	15,776.94	19,369.96	4,736.57	0.00	38.74	30,630.04
13-500-290 AUDIT	7,000	7,000	0.00	0.00	0.00	0.00	0.00	7,000.00
13-500-325 SALES TAX COLLECTION SERVICE	1,600	1,600	0.00	0.00	1,526.40	0.00	0.00	1,600.00
13-500-430 SUPPLIES	4,000	4,000	411.22	411.22	221.51	0.00	10.28	3,588.78
13-500-440 ELECTION EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-510 VEHICLE EXPENSE-EDC	1,000	1,000	0.00	0.00	262.53	0.00	0.00	1,000.00
13-500-515 HEALTH EXPENSE ALLOW-DIRECTO	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-520 MOVING EXPENSE-DIRECTOR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-540 VEHICLE FUEL	1,000	1,000	0.00	0.00	114.53	0.00	0.00	1,000.00
13-500-590 POSTAGE	500	500	0.00	0.00	49.64	0.00	0.00	500.00
13-500-630 LEGAL ADVERTISING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-640 COPIER USAGE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-650 WALZEM RD GRANT EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-700 CONTINGENCIES	4,000	4,000	0.00	87.57	0.00	0.00	2.19	3,912.43
13-500-750 EDC PROJECTS	43,000	43,000	0.00	0.00	0.00	0.00	0.00	43,000.00
13-500-751 PROMOTING WINDCREST	<u>45,000</u>	<u>45,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45,000.00</u>
TOTAL OTHER EXPENSES	208,800	208,800	16,318.62	26,652.99	7,186.71	0.00	12.76	182,147.01
<u>CAPITAL EXPENSES</u>								
13-500-800 EDC PROJECTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-801 PROMOTING WINDCREST	0	0	0.00	0.00	1,200.00	0.00	0.00	0.00

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-500-810 CAPITAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-890 TLF LOAN PAYMENTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-891 RACKER ROAD PROJECT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-892 TLF INTEREST	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	1,200.00	0.00	0.00	0.00
<u>OTHER INCOME/EXPENSES</u>								
13-500-900 PRIOR PERIOD ADJUSTMENT	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	348,246	348,246	22,683.33	42,719.89	29,500.48	0.00	12.27	305,525.86
TOTAL EXPENDITURES	348,246	348,246	22,683.33	42,719.89	29,500.48	0.00	12.27	305,525.86
REVENUE OVER/(UNDER) EXPENDITURES	162,054	162,054	47,765.44	29,499.75	22,837.14	0.00	18.20	132,554.50

A Type-B Economic Development Corporation may use funds for infrastructure/street repairs when*:

- 1) The project is connected to a recreational or community facility.
- 2) The project is promoting creation or retention of "primary jobs."
- 3) The project shows that the roads will support / promote new or expanded business development.

***Chapter 505 of the Local Government Code**

Specific projects for WEDC Board consideration:

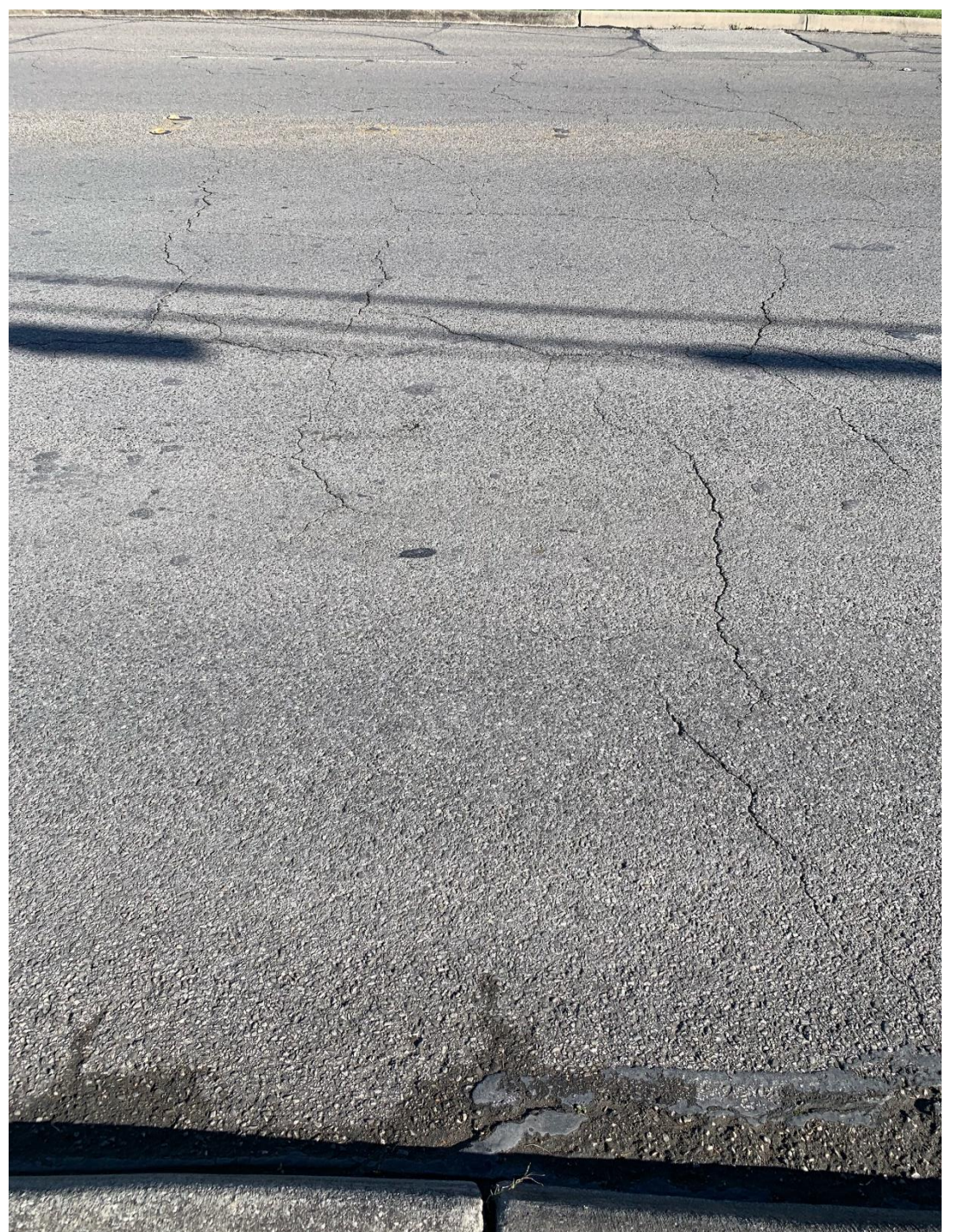
1) Crestway from Randolph to Wilmon Way (estimated cost \$51,557)

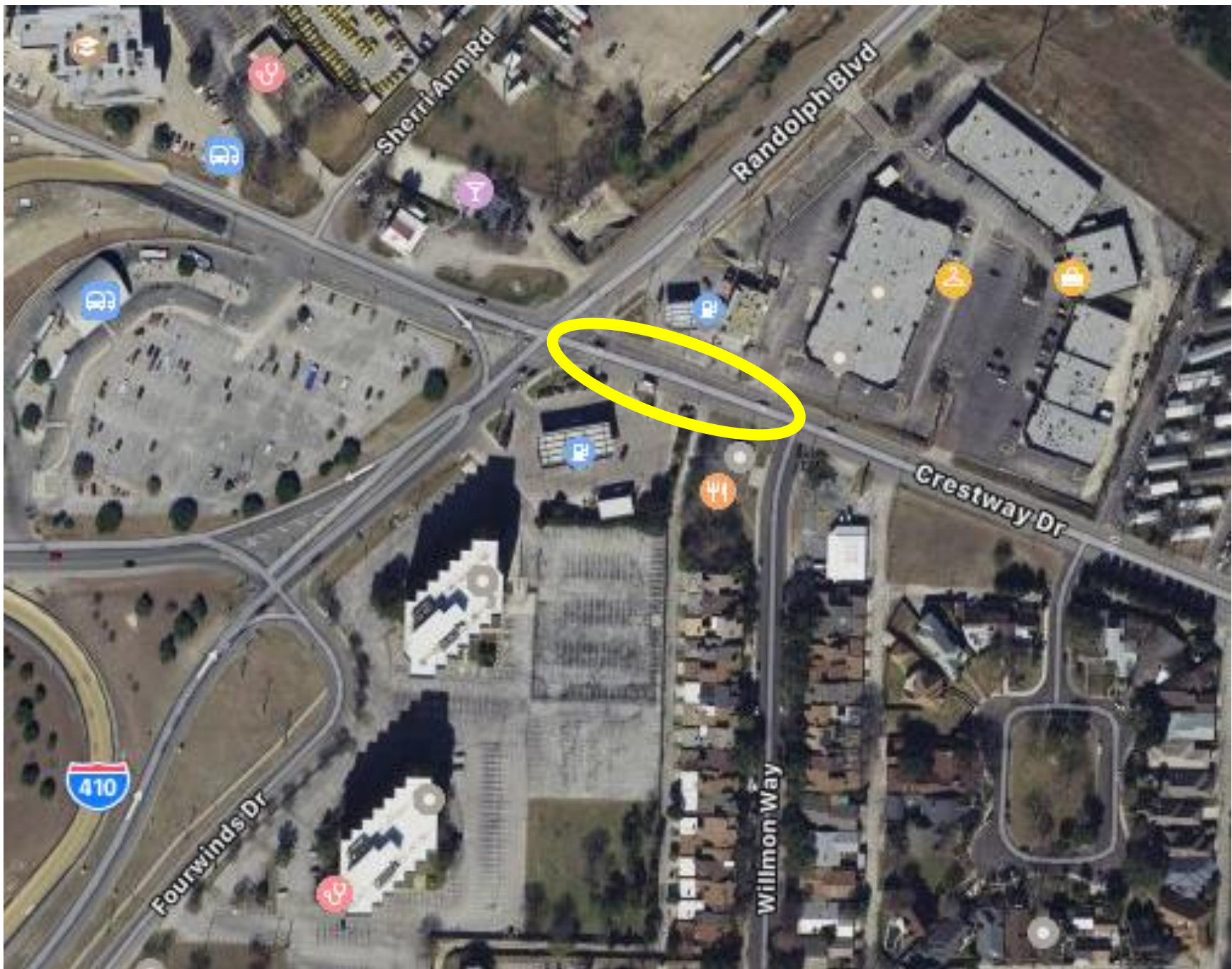
This street improvement could qualify in 2 ways: creation of primary jobs and promoting new business development opportunities. With the proximity to the Four Winds Buildings complex we can expect new office tenants to bring in primary jobs in this facility. Also, the infrastructure improvements make the area and the two office buildings much more marketable and attractive for business development.

Crestway Drive looking from
Willmon Way to Randolph
BLVD.



Road condition of Crestway Drive





2) Midcrown from Fenwick to Walzem (estimated cost \$345,680)

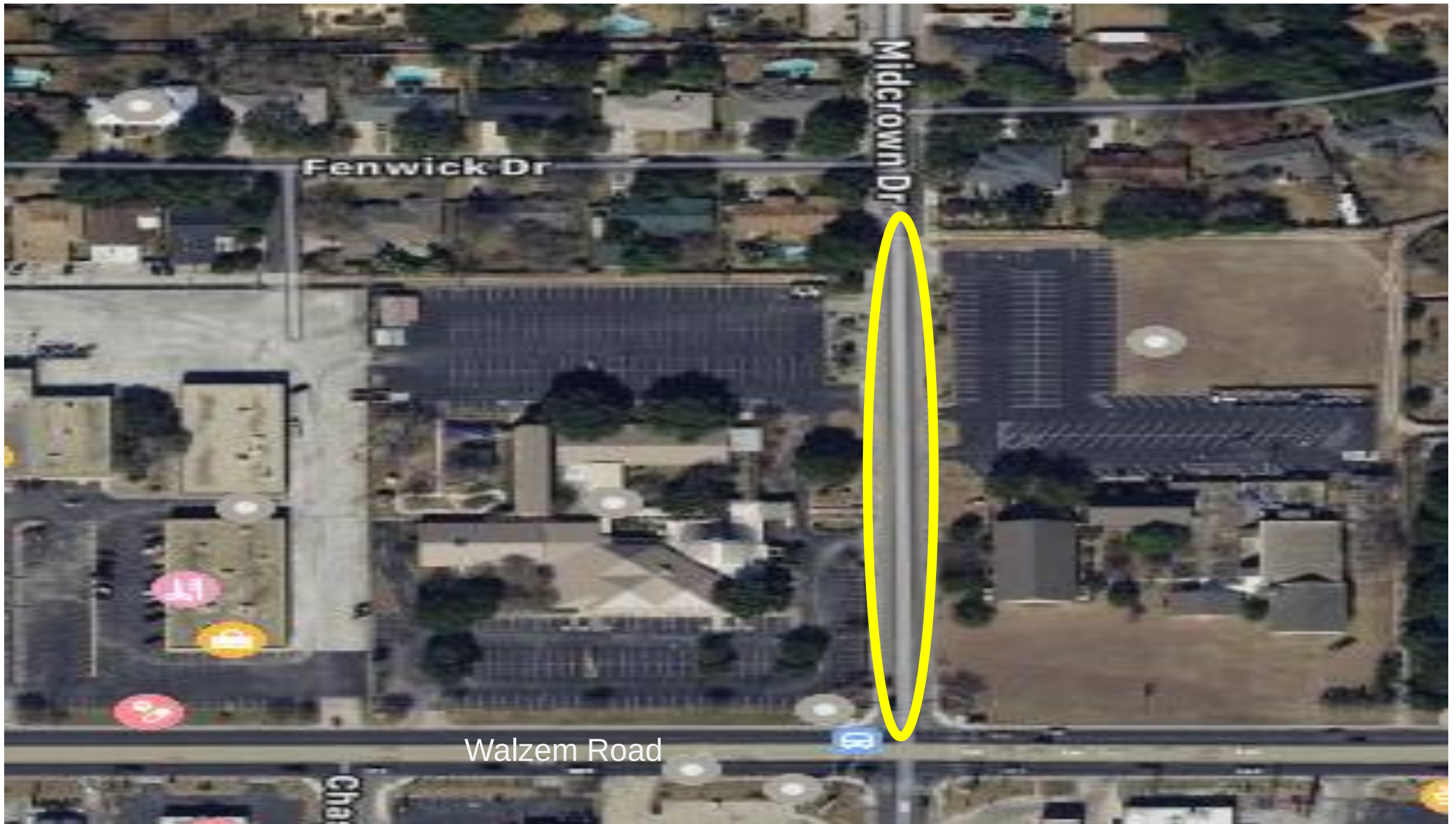
The street improvement project could qualify under the community facility definition. City Hall and City offices (Community Facilities) are on Midcrown and benefit from the street improvements.

Midcrown looking toward
Walzem Road



Midcrown road conditions





Fenwick Dr

Midcrown Dr

Walzem Road

Chas

3) Windsor Hill from Four Winds to Windsor Cross (estimated costs \$61,869)

This street improvement would greatly enhance business development opportunities in the immediate area. The proposed improvement is directly in front of a key business, Home Depot, which is a key sales tax generator for the City and a proposed new business, the Asian Market. Also, the adjacent undeveloped 16 acres would be more attractive for business development with the improvements.

Windsor Hill looking toward
Four Winds

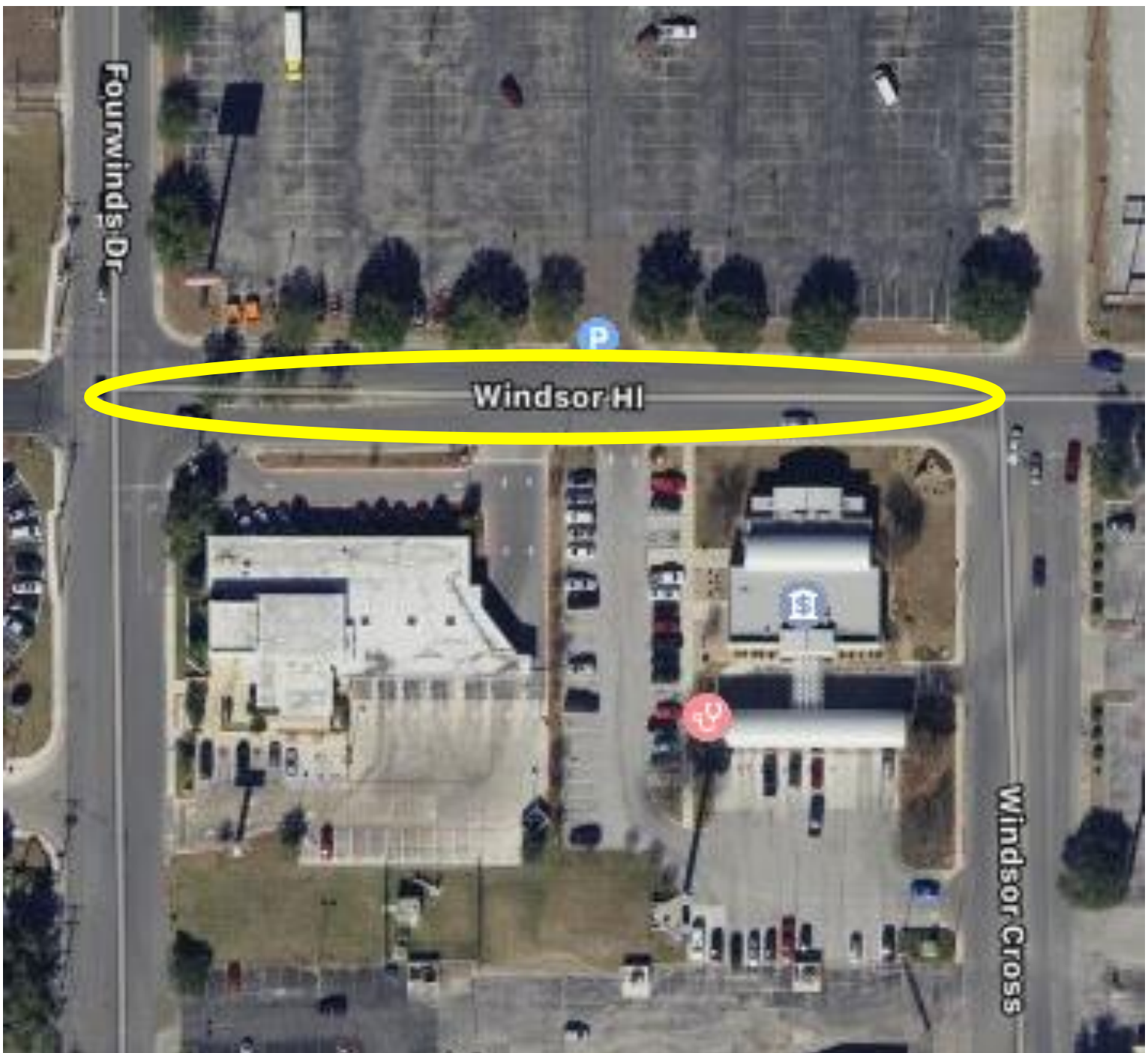


Windsor Hill looking toward
Windsor Cross



Windsor Hill road conditions





EMPLOYEE: _____

WEDC Executive Director Evaluation

<u>Performance Competencies</u>	<u>Needs Improvement</u>	<u>Meets Expectations</u>	<u>Exceeds Expectations</u>
Provides general staff support and information to WEDC Board			
Demonstrates skills in decision making and using good judgment			
Demonstrates skills in relating to members of WEDC Board and city administration			
Demonstrates skills in planning WEDC Board Meetings, Committee Meetings and other WEDC Programs			
Keeps WEDC Board Members informed in a timely manner			
Demonstrates knowledge of economic development trends skill in public relations			
Works cooperatively with developers, real estate brokers and business owners.			
Works cooperatively with city, area, regional, state and federal agencies and organizations			
Works to retain, enhance and expand current city businesses and attract new business			
Provides current status information about all on-going WEDC projects			
Demonstrates supervisory skills			

Comments:

Signature:

WEDC Board Member: _____ Date: _____

EMPLOYEE: _____

WEDC Coordinator Evaluation

<u>Performance Competencies</u>	<u>Needs Improvement</u>	<u>Meets Expectations</u>	<u>Exceeds Expectations</u>
Provides general staff support to WEDC Board in daily administration, record keeping, files and overall operations.			
Demonstrates skills in decision making and using good judgment. Initiates ideas and projects that enhance the WEDC's operation and goals			
Demonstrates skills in relating to members of WEDC Board and city administration			
Demonstrates skills in organizing and planning WEDC Board Meetings, Committee Meetings and other WEDC Programs			
Keeps WEDC Board Members and Executive Director informed in a timely manner			
Performs weekly BRE visits and completes WEDC questionnaire. Demonstrates skill in public relations			
Demonstrates skills in verbal, written, and electronic communications. Supports the Executive Director in administrative work			
Works cooperatively with city, area, regional, state and federal agencies and organizations			
Works to retain, enhance and expand current city businesses and attract new business			
Maintains the status of all on-going WEDC Projects			
Maintains communication with the Board President and Executive Director to keep them updated on all WEDC concerns			

Comments:

Signature:

WEDC Board Member: _____ Date: _____